



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 76.04: Flying Flags

DATE: October 31, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to define guidelines governing the flying of the United States flag, the state flag of Texas, the Texas Tech University flag, and any other special flags.

REVIEW: This OP will be reviewed in September of every fourth year by the Chief of Police with substantive revisions forwarded through the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. The United States flag, the state flag of Texas, and the Texas Tech University flag will be displayed at Memorial Circle of the Texas Tech University campus, twenty-four hours daily, seven days a week. Each flag will be the type designated as an “all weather” flag made of nylon or polyester material.

Flags on display at other campus facilities will normally be flown from 7:30 a.m. until 5:30 p.m. unless the facility meets the standards for twenty-four hour display.

If an extended power outage of more than eight hours occurs during the hours of darkness causing the flags not to be illuminated, the flags will be taken down. Individual light bulbs that are not operational should be reported immediately to the appropriate maintenance department for corrective action. If wind speed below 30 miles per hour permits and illumination has not been restored, the flags will be flown between the hours of 7:30 a.m. and 5:30 p.m. daily.

2. When necessary, each patrol shift supervisor of the Texas Tech Police Department will be responsible for the recognized decorum in flying the flags. The supervisor will also be responsible for being attentive to the wind speed and ensuring that adequate illumination exists at each site during the hours of darkness.
3. Flags will be flown at full-mast. The United States flag and the state flag of Texas will be displayed at half-mast only upon direction of the President of the United States or the governor of the State of Texas. At the direction of the Chancellor of the Texas Tech University System or the President of Texas Tech University, the Texas Tech flag flying at Pfluger Fountain at Memorial Circle on the Texas Tech University campus may be flown at half-mast on Mondays between the hours of 7:30 a.m. and 5:30 p.m., or at other times deemed appropriate, if there has been a student, faculty, or staff death (of which the university has been made aware) during the preceding week. The name(s) of the individual(s) being commemorated, along with a brief notation on that person’s association with the university, will be displayed by the Texas Tech Police Department at the base of the flagpole bearing the United States flag. The Dean of Students or designee, via the Texas Tech Police Department, may make the request on behalf of

any currently enrolled student. The flag flown at half-staff in memory of the student will be mailed to the parent(s)/guardian(s) with a letter from the Dean of Students (or designee). The Texas Tech Parents Association, via Parent and Family Relations, will provide funding for the cost of the flag and will be referenced in the letter. The academic or administrative department chairperson or director, via the appropriate provost/vice president, may make the request on behalf of an employee. Former students or alumni may make the request via the Executive Vice President and CEO of the Alumni Association. In every case, the United States flag will be the first flag raised and the last flag lowered.

4. On special occasions, such as the ROTC retreats or various ROTC ceremonies, the responsibility for raising and lowering the flags at Memorial Circle may be assigned to the ROTC, upon approval by the Chief of Police or, in the absence of the Chief of Police, by the shift supervisor. On such occasions, the ROTC is authorized to raise or lower **only** the United States flag, the state flag of Texas, and the flag of Texas Tech University, all of which will be flown as indicated in this OP. Should a need arise to fly the flags at half-mast or to fly a special flag, the Texas Tech Police will perform the task of raising and lowering the flags, in accordance with instructions provided by the President of Texas Tech University.
5. The United States flag, state flag of Texas, and Texas Tech flag will be flown at half-mast on the following occasions:
 - a. Peace Officers Memorial Day – May 15 (sunrise to sunset);
 - b. Memorial Day – Last Monday in May (sunrise to noon);
 - c. National Korean War Armistice Day – July 27 (sunrise to sunset);
 - d. Patriot Day – September 11 (sunrise to sunset); and
 - e. National Pearl Harbor Remembrance Day – December 7 (sunrise to sunset).
6. The POW-MIA flag will be flown beneath the United States flag on the same flagpole flying at the Pfluger Fountain at Memorial Circle. The MIA-POW flag will be the same size as the United States flag. The MIA-POW flag will be flown on the following occasions:
 - a. Armed Forces Day (third Saturday of May)
 - b. Memorial Day (Last Monday of May)
 - c. Flag Day (June 14)
 - d. Independence Day (July 4)
 - e. National POW/MIA Recognition Day (third Friday of September)
 - f. Veteran's Day (November 11)
7. When required, the flags will be folded in a military fold and stored at the Texas Tech Police Department. Should the flags flown at Memorial Circle become worn or frayed, the Texas Tech Police Department will replace them with flags provided by the Managing Director of Physical

Plant or a designee. Worn or frayed flags unfit to continue in service will be turned over to the Army ROTC for proper disposal.

- 8.** Special requests to fly flags other than those of the United States, the state of Texas, and Texas Tech University normally will not be granted. Any such request should be made to the Chief of Police, to be reviewed by the President of Texas Tech University.